Guidelines for Student Absence Notification to Faculty

The student has the sole responsibility for fulfilling each course’s obligations and for working out missed class time with each faculty member.

However, in the event of an emergency as described below, the Office of the Vice Provost for Student Affairs and Enrollment Management will notify faculty members of the situation but this office has no authority to grant any concessions or excuses for missing class.

Emergency Notification
In the case of very specific emergencies, the Office of the Vice Provost for Student Affairs and Enrollment Management will notify faculty members of the situation. Such emergencies would include: death of an immediate family member, the hospitalization of the student, life threatening/emergency hospitalization of an immediate family member, or immediate military activations. This also does not mean that the student is excused from class.

Non-emergency Notification
If the student has returned to class without alerting the University of the Emergency prior to leaving, the emergency status no longer exists. The student is responsible for contacting each faculty member under these circumstances.
No retroactive notice of absence will be sent by the Office of the Vice Provost for Student Affairs and Enrollment Management.

Other Notifications
No notice of absences will be sent by the Office of the Vice Provost for Student Affairs and Enrollment Management in cases of other absences (i.e. illness, routine military training commitments, vacation/travel problems, summer employment commitments that extend past the start of school, etc.)

Returning to Class/Authority of Faculty Members
Upon return to NDSU, students must notify faculty members that they have returned. Verification of emergency notification should be made available to faculty members upon request. Students should be prepared to verify the circumstances of their absence to their faculty member(s). Any decisions concerning submission of late assignments, make up of missed exams, or allowing extra time for missed work would be at the discretion of each individual faculty member.